

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number

79-177

Application Date:

April 14, 1983

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

MAY 18 1983

79-177-A JUN 7 1983

Record Series Title: Alien Labor Certification
File.

Person to Contact: Ennis A. Quinn

Item number to be amended:
#12

Telephone No. 656-3163

Reads as follows: Cut off file at end each Fiscal Year, hold in current files area
1 Year; then transfer to State Records Center; hold 2 Years, then
destroy.

Amended to read: Cut off file at end of each Fiscal Year, hold in current files area
3 Years; after completion of all audit requirements; then destroy.

Reason for change: Frequent referrals to Records.

AUTHORITY:

Division Director/Designee:

Ennis A. Quinn

Date 4-15-83

Records Management Officer (RM&C):

James P. Bishop

Date 4-15-83

Chief, Records Management and Controls:

William E. Johnson

Date 4-15-83

ESA Director:

Walter B. Rogers

Date 4-18-83

State Auditor/Designee:

Wm. A. Smith

Date 6-6-83

Secretary of State/Designee:

Edward Weldon

Date 5-31-83

Attorney General/Designee:

James H. Hargis

Date 6-9-83



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8-24-79	1. Agency Address Georgia Department of Labor Employment Security Agency Rural Programs & Special Services 501 Pulliam Street, SW Room 407 Atlanta, Georgia 30317	Application Number 79-177	
Application Number		Date Received AUG 28 1979	Date Completed OCT 16 1979
2. Person to Contact William W. Lyons, Sr.		Working Title Employment Programs Coordinator	Telephone Number 656-3163
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest FY 76		5. Records Series Title (followed by title used in office, if different) Alien Labor Certification Requests File.	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? (1) Employment & Training Division-The function of this Division is to provide services of outreach, interviewing, testing, counseling, and referral to placement, training and other services in readying individuals for employment. Employers receive help in obtaining workers for their work force needs, help in filling jobs with specialized skills or other requirements. Priority of service is given Veterans. (2) Rural Programs and Special Services-Provides a wide range of service designed to help migrant and seasonal farmworkers and their families, such as special education, training, and job referrals to comply with the Richey order. Provide for processing of certain aliens in obtaining permanent work visas when there are not sufficient United States workers and assure that employment of such alien will not adversely affect the wages and working conditions of U.S. workers similarly employed.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Alien Labor Certification Requests from employers and aliens. Included are: MA 7-147, MA 7-50A, Ma7-50B, MA 7-50C (copies attached)			
File is arranged: by Fiscal Year, chronologically by date received in local employment service offices for processing.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Is this the official copy of the series? If not, where is it? <u>US Department of Labor, Regional Office, Atlanta, Georgia</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <u>Privacy Act</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. Is this a vital record?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. Does this series have historical or long term research value?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Local Employment Service office of origin</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|------------------------------------|-----------------------------------|------------------------------------|
| a. State Law | <u> </u> years. | d. Audit period | <u> </u> years. |
| b. Statute of limitation | <u> </u> years. | e. Administrative need | <u>3</u> years. |
| c. Federal law | <u> </u> years. | f. Federal retention instructions | <u> </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative need occasioned by reference purposes.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other then,

- ☒ Hold in the current files area month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Ernest J. Quinn

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ernest J. Quinn</i>	8-24-79	<i>John C. Arnold</i>	8-24-79
State Records Committee (Signature)			
State Auditor/Designee		<i>[Signature]</i>	10-12-79
Secretary of State/Designee		<i>Carroll Hard</i>	9-11-79
Attorney General/Designee		<i>MT Sheel</i>	10-15-79

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)